




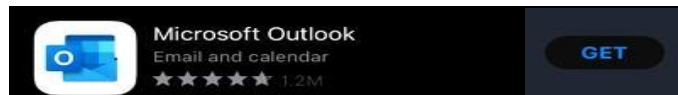
Set up email in Outlook for iOS mobile app

Note: Intune enrollment is no longer required. To remove your devices from Intune, use the “Remove Device from Intune” document. However, the company portal application is still required to be installed.

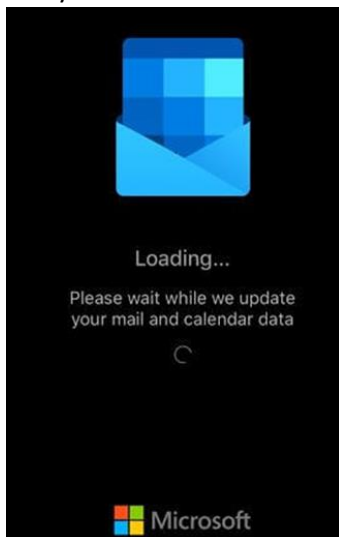
- Install the [Intune Company Portal](#)  app from the iOS App Store before setting up Outlook for iOS. You are not required to enroll your device in Intune, but the Company Portal app must be installed.
- Install the [Azure Information Protection](#)  app from the iOS App Store. This will allow you to open any protected documents that are emailed to you.

1. Install the [Microsoft Outlook](#) app from the iOS App Store and then open it.

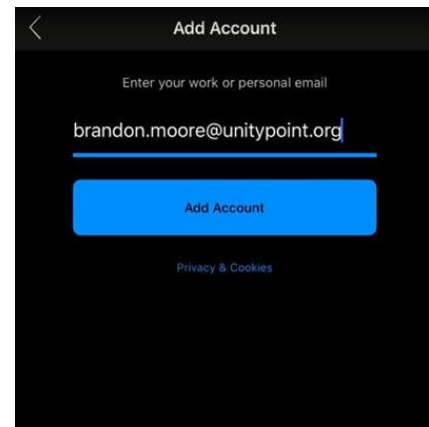
- a. Open the App Store  and search for Microsoft Outlook



2. Click **Get** to start the download. Once downloaded, open Outlook.
3. Outlook may automatically find your account. If it does, click **Add Account**. If it does not list your UnityPoint Health account but a personal account is listed, click **Skip**



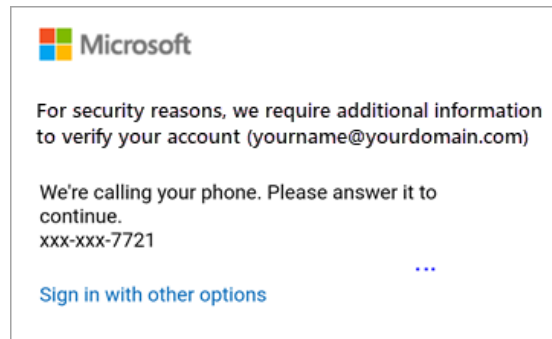
4. If adding an account, enter your UPH email address, then click **Add Account**.



5. Enter your email account password and tap **Sign In**.
Note: The sign in screen may look different for you depending on your email provider.



6. Multi-factor authentication is enabled, so you will need to verify your identity. Depending on how you setup MFA, you may get a phone call, text message, or use the Authenticator app to obtain the verification code.



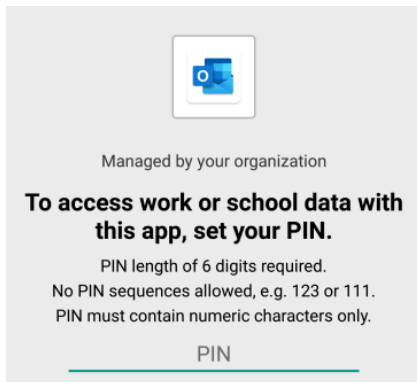
If you haven't enrolled in MFA yet or having difficulties, you can check your MFA settings at the following link. <https://account.activedirectory.windowsazure.com/Proofup.aspx>

You can also find a tip sheet about MFA enrollment on SharePoint.

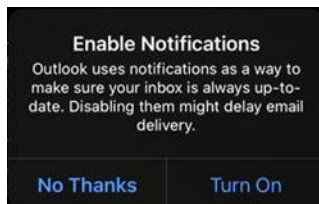
[https://uphealth.sharepoint.com/sites/intranet/Education/MFA%20-%20tipsheet%20\(040918\).pdf](https://uphealth.sharepoint.com/sites/intranet/Education/MFA%20-%20tipsheet%20(040918).pdf)

7. Accept any prompts for permission you may receive.
NOTE: Security policies are **ONLY** being applied to Outlook. No security policies are being applied to your device.

8. You will be required to create a PIN (or fingerprint if your phone has that option) to access Outlook on your device. After 15 minutes of inactivity you will be required to reenter your PIN to access Outlook again.



9. Click **Turn On** to enable notifications.



10. It may take a few minutes for installation to complete and your emails to load. To receive the policy immediately, go into Company Portal, then settings, and SYNC security policies.

**Please be aware, if you have previously added your UnityPoint Health email to an email client on your mobile device (e.g. Gmail), you will need to remove it.*